Individual Development Plans for the GS-401/482 (Entry Level) - FPL 9

Instructions

This is an Individual Development Plan (IDP) for professional employees in the Biological Sciences job series (0400) position. Complete the IDP following these steps:

1. **Employee Development and Career Goals.**

    The employee should complete the short and long-term development and career goals on the first page of the plan.

2. **Record of Training**

    This section is used by the supervisor to plan and record the training needed by the employee to fulfill their short and long-term career goals and required training as outlined in the IDP.

3. **Review the "List of Competencies Needed for this Position" and make appropriate additions.**

    The list of competencies provided in the first column are considered core requirements. Note: This list of competencies was developed based on FWS Leadership Development Guidelines, Federal Qualification and Classification guidelines for Biological Sciences positions, and the Fisheries Workforce Planning Team.

    Review this list and add any additional competencies unique to the position. The competencies on the list can be customized to the needs of your office or organization.

4. **Conduct Assessment of the employee's Current Skill Level.**

    Use the competencies listing from Step 3 and conduct the following assessment:

    *   Review the employee's application for applicable experience and training.
    *   Conduct an interview with the employee to determine which of the competencies they already possess.

    Based on the assessment process (review of past experience/training, observations, and interview with employee) record your findings for each competency by selecting "Yes" or "No**"** in either the *Already Possesses*

Competency, *Further Observation/Practice Needed* columns and in the *Training Required* column.

5. Determine a method of training and a training time frame.

Your employee should be provided some training and/or exposure to each of the competencies listed unless they already possess this skill. Determine what type of training is needed for the employee to become competent. It could be On- the-Job Training (OJT), a detail, an actual training course or a combination of methods. You can refer to the training matrix in the NCTC Catalog of Training for a list of recommended courses and the competencies related to each course, or you can use the drop down menu in the following form to select NCTC training classes for each competency. Also, for each competency, insert a time frame for the training to occur in the Projected Training Dates column. Once the training is completed, mark the date in the Date Training Completed column.

Methods of training:

OJT: On the job training. This includes normal duties as well as special assignments that will give the employee the skills and knowledge needed for successful performance in the position. The employee should be coached by a knowledgeable and skilled individual.
Details: Temporary assignments to another location and/or position to gain specific knowledge and/or experience. The supervisor should debrief the employee after each assignment to confirm the learning experience.
Courses: Formal training courses are available from the National Conservation Training Center (NCTC), Department of Interior University, The Graduate School - USDA, local colleges, and commercial vendors. Again the supervisor should debrief the employee after each training event to determine what learning occurred.
Satellite Broadcasts: A variety of topics are available from the Conservation Training Network (CTN) through NCTC.
Computer and Web-Based Learning: Software packages are available from NCTC and many other sources. NCTC offers several on-line courses.
Correspondence Courses: Courses are available from NCTC, the National Independent Study Center, The Graduate School - USDA, and many other sources.
Professional Society Membership (Example American Fisheries Society)
Meeting, Workshop, Seminar, Symposia, and Conference attendance
Local Classes: Skill Track, Fred Pryor, etc..
Library Resources: NCTC on-line library, local college or university
Advanced Degree Program: Graduate Degree Program with WVU; local college or university

6. **Discuss the Development Plan with your Employee**

   Discuss the assessment and training with your employee and make any necessary modifications. The supervisor and employee should sign and date the plan.

7. **Demonstrated Job Performance**

   The final column on the plan is the most critical. Once the employee has shown through work performance that they have acquired the competency, the supervisor should put a date acquired in the column Competency Demonstrated on the Job. The employee will have successfully completed the training plan when a date has been entered for all the competencies.

8. **Review and Modifications**

   This plan should be reviewed at least annually and modified as situations or needs change.

Individual Development Plan for GS-401/482 (<u>Entry Level</u>) FPL 9

Employee:_____ Signature:_____ Date:

Supervisor:_____ Signature:_____ Date:

Employee's Reporting Date: _____

Short Term Development Goals (1-3 years)

Long Term Career Goals (3-5 years)

Record of Training

Mandatory training requirements for the employee's position have been identified and scheduled.

Course: _____ Date/Location: _____ Completed: _____

Course: _____ Date/Location: _____ Completed: _____

Competencies Needed for this Position:	Already Possesses Competency (Y/N)	Further Observation/ Practice Needed (Y/N)	Training Required (Y/N)	Training Courses	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
Results Driven							
Problem Solving: identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organization problems.					____/____/____	____/____/____	____/____/____
Customer Service: balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the needs of clients; achieves quality end-products, is committed to continuous improvement of services.					____/____/____	____/____/____	____/____/____
Accountability: assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, and focuses on results and measuring attainment of outcomes.					____/____/____	____/____/____	____/____/____
Decisiveness: exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data are limited or solutions produce unpleasant consequences; is proactive and achievement oriented.					____/____/____	____/____/____	____/____/____

Competencies Needed for this Position:	Already Possesses Competency (Y/N)	Further Observation/ Practice Needed (Y/N)	Training Required (Y/N)	Training Courses	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
Leading Change							
Flexibility: is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.					____/____/____	____/____/____	____/____/____
Creativity and Innovation: develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.					____/____/____	____/____/____	____/____/____
Continual Learning: grasps the essence of new information, masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.					____/____/____	____/____/____	____/____/____
Resilience: deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.					____/____/____	____/____/____	____/____/____

Competencies Needed for this Position:	Already Possesses Competency (Y/N)	Further Observation/ Practice Needed (Y/N)	Training Required (Y/N)	Training Courses	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
Leading People							
Team Building: inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, and trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.					____/____/____	____/____/____	____/____/____
Conflict Management: identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.					____/____/____	____/____/____	____/____/____
Integrity and Honesty: instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.					____/____/____	____/____/____	____/____/____
- Technical Credibility - demonstrates knowledge of basic concepts, facts, and principles of particular subject matter domain and continues to develop expertise.							
Specialized Competencies: choose from the list below (not all are required based on job).							

Competencies Needed for this Position:	Already Possesses Competency (Y/N)	Further Observation/ Practice Needed (Y/N)	Training Required (Y/N)	Training Courses	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
Fishery Biology (Aquaculture, Invasive species biology): knowledge of the concepts, principles, and theories of aquatic life, including classification, taxonomy, population dynamics, distribution, habitat requirements, life histories, reproduction, behaviors, conservation, and care of aquatic species.					____/____/____	____/____/____	____/____/____
Ecology (Aquatic and Fish Ecology, Invasive Species Ecology): knowledge of the concepts, principles, and theories of the interrelationships among organisms and their environment, including competition and predation, evolution and natural selection, population dynamics, and the impact of natural phenomena or human actions on natural systems, processes, and biota.					____/____/____	____/____/____	____/____/____
Environmental Contaminants (Environmental Engineering): knowledge of the concepts, principles, theories, and methods to protect and improve the quality of the environment and its resources; and to monitor, control, abate, and prevent pollutants.					____/____/____	____/____/____	____/____/____
Genetics (Fish Genetics): knowledge of the concepts, principles, and theories of genetics, including the biochemistry of DNA, gene interaction, gene expression, gene inheritance, population genetics, adaptation, and evolution, as applied to fish and aquatic organisms.					____/____/____	____/____/____	____/____/____

Fisheries Field Office: GS401/482 Fish & Wildlife Biologist or Fish Biologist (FPL 12) Required Competencies

Competencies Needed for this Position:	Already Possesses Competency (Y/N)	Further Observation/ Practice Needed (Y/N)	Training Required (Y/N)	Training Courses	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
Hydrology (hydrology, fluvial geomorphology, aquatic habitat): knowledge of the concepts, principles, and theories, and methods related to the magnitude, distribution, and quality of water resources including watershed management, climatology, geomorphology, groundwater hydrology, water quality, water resource management, and groundwater/surface water interactions.					____/____/____	____/____/____	____/____/____
Mathematical Reasoning: solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques.					____/____/____	____/____/____	____/____/____
Geospatial Technology: apply GIS technology to natural resource management and decision making; ability to design a natural resource management project including both small and large area projects by considering sources of input, data types, and data quality and resolution issues.					____/____/____	____/____/____	____/____/____